

quick tips

Combined Classes: Uncombining

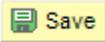
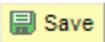
Uncombining classes becomes necessary when:

- You want to delete one or more of the classes that have been combined; or
- You want to schedule the classes as separate and distinct offerings.

 When uncombining you will be losing information pertaining to all meeting patterns including the instructor.

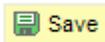
I. Go to: Schedule Class Meetings panel

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule Class Meetings**

- Enter the class number to display the class to be uncombined.
- Remove the Facility ID; 
- Go to  and remove employee pay information; 
- Repeat for each class linked by the same Combined Sections ID.

II. Go to: Identify Combined Sections panel

[Home](#) > [Curriculum Management](#) > [Combined Sections](#) > **Identify Combined Sections**

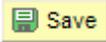
- Enter the term, session and Combined Sections ID number
- Delete all the classes no longer to be combined by using the  button on each line.
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III. Go to: Combined Sections Table panel:

 All classes assigned to the Combined Section ID must have already been deleted before removing the Combined Sections ID number (refer to **Step II (b)**).

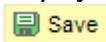
Tip: Use the [View Combined Sections Table](#) link on the Identify Combined Sections panel to go directly into the Combined Sections Table panel.

[Home](#) > [Curriculum Management](#) > [Combined Sections](#) > **Combined Sections Table**

- Enter the term and session that applies to the courses.
- Locate course combined ID number and delete the ID by using the  button.
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IV. Go to: Maintain Schedule of Classes panel

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Maintain Schedule of Classes**

- Enter the appropriate search fields to display the class you need to update.
- Update the class information as appropriate:
 - Delete the course from semester, canceling it first in the Enrollment Control tab, then go to the Basic Data tab use the  button to delete, **or**
 - Re-enter the Facility ID, meeting pattern, instructor ID, and employee pay information if the class is to be scheduled as an individual offering; 

 Always remember to save your work after each step!